

UPPER TOWNSHIP SCHOOL DISTRICT

SPECIAL MEETING
October 19, 2009

CALL TO ORDER: By Michele Barbieri, President, at 6:04 p.m.

OPENING STATEMENT: Laurie A. Ryan, Business Administrator/Board Secretary read the following statement:

The New Jersey Open Public Meetings Law was enacted to ensure the right of the Public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Upper Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted with the Township Clerk, the Cape May County Gazette and the Press.

ROLL CALL: Jim Arsenault, Michele Barbieri, Jill Casaccio, Audrey Eichenberger, Debbie McLees, and Fran Newman.

MEMBERS ABSENT: Kim Breckley, Lynn Dierolf (arrived at 6:29 p.m.), and Christine Lentz (arrived at 6:32 p.m.).

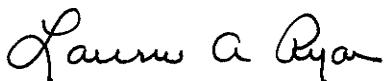
ALSO IN ATTENDANCE: Vincent J. Palmieri, Jr., Superintendent, Terry Lewis, New Jersey School Boards Field Service Representative, and Laurie A. Ryan, Business Administrator/Board Secretary

INVITATION FOR THE FLAG SALUTE: Led by President Barbieri

PRESENTATION: Ms. Terry Lewis, NJSB Field Representative, presented on the Budget Process. She reviewed the budget planning folder and discussed with the board their role in budget planning. She noted that budget planning should be based on your long term district goals. A discussion ensued regarding the topic.

ADJOURNMENT: Motion by Mrs. Newman, seconded by Mrs. Dierolf, and carried by a unanimous voice vote at 7:01 p.m.

Respectfully submitted,



Laurie A. Ryan
Business Administrator/Board Secretary

UPPER TOWNSHIP BOARD OF EDUCATION

Work Session Meeting October 19, 2009

- I. **CALL TO ORDER** by Michele Barbieri, Board President, at 7:07 p.m.
- II. **OPENING STATEMENT** by Laurie A. Ryan, Business Administrator/Board Secretary

The New Jersey Open Public Meetings Law was enacted to ensure the right of the Public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Upper Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted with the Township Clerk, the *Cape May County Gazette*, the *Ocean City Sentinel* and the *Press of Atlantic City*.

III. **ROLL CALL**

	7/27 Wk/Reg	7/29 Spec	8/17 Work	8/24 Reg	9/21 Work	9/28 Spec	9/28 Reg	10/19 Spec	10/19 Work
Arsenault	P	P	P	P	A	A	A	P	P
Barbieri	P	P	P	A	P	P	P	P	P
Breckley	P	P	P	P	P	P	P	A	A
Casaccio	P	P	P	P	P	P	P	A	P ++
Dierolf	A	A	P	P	P**	P	P	P*	P
Eichenberger	P	P	P	P	P	P	P	P	P
Lentz	P	P	P	P	P**	P	P	P+	P
McLees	P	P	P	P	P	P***	P	P	P
Newman	P	P	P	P	P	P	P	P	P

**Mrs. Dierolf and Dr. Lentz arrived at 7:02 p.m.

***Mrs. McLees arrived at 6:06 p.m.

*Mrs. Dierolf arrived at 6:29 p.m.

+Dr. Lentz arrived at 6:32 p.m.

++Mrs. Casaccio arrived at 7:12 p.m.

IV. ATTENDANCE

Vincent J. Palmieri Jr., Superintendent
Laurie A. Ryan, Business Administrator/Board Secretary
William S. Donio, Esq., Board Solicitor
Melissa Garrett, Corbin City Representative

V. FLAG SALUTE led by Mrs. Barbieri

VI. PUBLIC COMMENT

Pat Mason of Petersburg expressed her concerns and frustration with the length of her granddaughter's ride home from school. Mrs. Mason stated that in the past the children on her street were dropped off first, not last. Mr. Palmieri explained that in the past the bus driver changed the route to accommodate parents' requests and did not follow the approved route. John Sheppard, owner of the bus company, has notified the drivers that deviation from approved routes will not be tolerated.

Mr. Palmieri stated for the record that Mr. Cushinotto, Mrs. Hendrickson, and Mrs. Ryan have been in touch with Mrs. Mason several times since the last meeting in an effort to make changes acceptable to Mrs. Mason without sacrificing the safety of the children.

Mrs. Barbieri suggested Mrs. Mason call Mrs. Ryan to schedule a meeting with her, Mr. Palmieri, Mrs. Eichenberger, and Mrs. Ryan to discuss her concerns and a possible resolution. Mr. Palmieri stated for the record that a lot of time has been spent on this, and there is really nothing that will change the outcome. The route is run to ensure the safety of the children.

VII. ACTION ITEMS FOR OCTOBER 19, 2009, WORK SESSION

FINANCE

Upon the Recommendation of the Business Administrator/Board Secretary, the Board approved the following motion:

Ratify and affirm James T. Hazell as the Licensed Operator for the middle school wells at a cost of \$400 per month effective October 1, 2009, through June 30, 2010.

A quote was also received from Sweetwater Environmental Management Company, LLC, at a cost of \$540 per month.

Motion by Mrs. Eichenberger, seconded by Mrs. Newman, and carried by unanimous roll call vote.

POLICY/JOB DESCRIPTIONS

Upon the Recommendation of the Policy Committee, the Board approved the following motions:

A. Second and final reading of the following policies:

1. TEACHING STAFF MEMBERS: #3159 Teaching Staff Member/School District Reporting Responsibilities
2. ADMINISTRATION: #1220 Employment of Chief School Administrator
3. OPERATIONS: #8760 Pupil Accident Insurance

B. Revision to the following policy for second and final reading:

BYLAWS: #0141.1 Board Member and Term - Sending District

Motion by Mrs. McLees, seconded by Dr. Lentz. Discussion ensued.

Mrs. Casaccio advised the Board that B. was pulled at the last meeting so that the committee could revisit the paragraph making attendance at, and participation in, at least one Ocean City BOE committee mandatory for the Ocean City representatives. After review, the effective date for that paragraph was revised to April 2010.

After discussion, the above motion by Mrs. McLees, seconded by Dr. Lentz, was carried by unanimous roll call vote.

ACTION ITEMS FOR OCTOBER 26, 2009, REGULAR MEETING

VIII. STUDENT RECOGNITION

A. Summer Reading Incentive Program - Middle School

B. Students of the Month for September - "Respect"

6th Grade - John Brittin
Madison Deman
7th Grade - Daniel Loggi
Claire Matera
8th Grade - Bobby Lokken
Hunter Ryan

IX. PRESENTATIONS

- 2008/2009 Violence and Vandalism - Annual Report to the Public
- Administrative Presentation: School Data

X. BOARD INPUT ON OCEAN CITY AGENDA

XI. BOARD MEMBER REPORTS

A. Upper Township Committees/Representatives

- CMCSBA, NJSBA, Legislation
- CEUT
- Educational Council
- Liaison to Township
- Public Relations/Community Liaison
- Site-Based (MS,ES,PS) (XI-ES/SB - scanned 10/14/09)
- Policy
- Negotiations

B. Ocean City Committees - Upper Township Representatives

- Buildings and Grounds
- Negotiations
- Policy
- Student Affairs/Curriculum

XII. PUBLIC COMMENTS - Any Items at the Regular Meeting Only

XIII. APPROVAL OF MINUTES

Upon the Recommendation of the Business Administrator/Board Secretary, approval of the following motion:

Minutes of the September 2009 Board of Education meetings:

Work Session	September 21, 2009
Executive Session	September 21, 2009
Special Meeting	September 28, 2009
Regular Meeting	September 28, 2009
Executive Session	September 28, 2009

Motion By: ____ Seconded By: ____

Roll Call: ____

XIV. BUILDING AND GROUNDS/HEALTH AND SAFETY

Upon the Recommendation of the Business Administrator/Board Secretary, approval of the following motion:

A Resolution for the Submission of the Comprehensive Maintenance Plan.
(ATTACHMENT XIV- CMP - scanned 10/14/09)

(ATTACHMENT XIV- B&G RPT - 10/14/09)

Motion By: ____ Seconded By: ____

Roll Call: ____

XV. FINANCE

Upon the Recommendation of the Business Administrator/Board Secretary, approval of the following motions:

A. Board Certifications for the Monthly Budget Reports - September 2009, Monthly Transfers, Cash Reports, Payment of Bills, Ratified Payrolls.
(ATTACHMENT XV-A - will be provided in final mailing)

B. Funded positions - No Child Left Behind (NCLB) Consolidated Grant Funds FY10:

<u>Employee/Position</u>	<u>% Funded</u>	<u>Amount</u>	<u>Program</u>
Sue Thomas/Reading Specialist	82%	\$72,416	Title I
Kathleen Harvey/Kdgn Instr Aide	100%	12,442	Title I ARRA
Patricia Oakley/Kdgn Instr Aide	100%	12,442	Title I ARRA

C. The attached Chart of Accounts for the 2009/10 School Year.
(ATTACHMENT XV-C - scanned 10/14/09)

D. Disposal of surplus equipment as attached. (ATTACHMENT XV-D - scanned 10/14/09)

Motion By: ____ Seconded By: ____

Roll Call: ____

XVI. PERSONNEL - STAFF

Upon the Recommendation of the Superintendent and the Administration, approval of the following motions:

- A. The following substitutes for the 2009/10 school year: **(will be provided in final mailing)**
- B. The attached list of Coaches/Moderators for the 2009/10 school year. **(ATTACHMENT XVI-B - will be provided in final mailing)**
- C. Ratify and affirm the following after school tutors for special education students for the 2009-2010 school year:

Stephanie Anderson	ES Language Arts Tutor	\$34.18 ph (2 dpw – max 2 hpw)
--------------------	------------------------	-----------------------------------

Stephanie Anderson	ES Math Tutor	\$34.18 ph (2 dpw – max 2 hpw)
--------------------	---------------	-----------------------------------

Laurie Casteen	MS Language Arts Tutor	\$34.18 ph (2 dpw–max 3 hpw)
----------------	------------------------	---------------------------------

Marge Wilkins	MS Math Tutor	\$34.18 ph (2 dpw – max 3 hpw)
---------------	---------------	-----------------------------------

Note: The above instructors began their after school tutoring on 10/13/09 or 10/14/09.

- D. Ratify and affirm the following elementary school extra-curricular positions for the 2009-2010 school year:

Veronica Dull	ES Computer Club Advisor	\$2,060 annual stipend
Sue Kosturko	ES Choir Director	\$32.64 ph (30 hours max/ \$979.20)

Work Session

October 19, 2009

- E.** _____ for the position of Elementary School Principal effective _____ (*salary to be negotiated).
- F.** _____ for the position of Supervisor of Curriculum and Instruction effective (*salary to be negotiated).
- G.** _____ for the position of Grade 6 ILA/Social Studies Teacher effective _____ (*salary to be negotiated).
- H.** _____ for the position of full-time custodian effective _____ at an annual salary of \$_____.

Motion By: _____ **Seconded By:** _____

Roll Call: _____

In response to questions from Mrs. McLees and Mrs. Eichenberger regarding Item D., Mr. Palmieri explained that the current teachers' contract lists both per hour payments and stipends, and the hours are based on the previous year. The schedule for the Computer Club is created depending on usage.

Mrs. Casaccio asked that the resumes for Items E., F., and G., be sent to the Board before they vote on the individuals. Mr. Palmieri gave the Board a handout regarding salaries for these positions. The finalists are being brought back to meet with the Administration. Mr. Palmieri stated that he will send his recommendations to the Board Thursday night along with resumes, references, etc.

XVII. PERSONNEL - STUDENTS

Upon the Recommendation of the Superintendent and the Administration, approval of the following motion:

A tuition agreement with Y.A.L.E. School Atlantic, Inc., for one (1) student to attend the Shaner School, Mays Landing, effective _____, at a cost of \$_____ for the 2009/10 school year.

***Note:** The IEP meeting was held on October 14, 2009. Some of the above information may change by the October 26 meeting.

Motion By: _____ **Seconded By:** _____

Roll Call: _____

XVIII. PROFESSIONAL DEVELOPMENT AND RELATED EXPENSES

Upon the Recommendation of the Superintendent and the Administration, approval of the following motions:

- A. Requests for travel and related expenses in an amount not to exceed \$____. (ATTACHMENT XVIII-A - will be provided in the final mailing)
- B. Requests for inter-district professional development expenses in an amount not to exceed \$____. (ATTACHMENT XVIII-B - will be provided in the final mailing)

Motion By: ____ Seconded By: ____

Roll Call: ____

XIX. MISCELLANEOUS

Upon the Recommendation of the Superintendent and the Administration, approval of the following motions:

- A. The Uniform State Memorandum of Agreement Between Education and Law Enforcement originating in 1998 and last revised in 2007.
- B. Field trips for the 2009/10 school year. (ATTACHMENT XIX-B - scanned 10/14/09)
- C. Ratify and affirm the Make-a-Difference Food and Clothing Drive October 13 - October 22. Nonperishable food items and gently-used clothing are collected for charitable organizations in Cape May County.
- D. Participation of the primary and elementary schools in a no obligation fundraiser as attached. (ATTACHMENT XIX-D - scanned 10/14/09)

Motion By: ____ Seconded By: ____

Roll Call: ____

XX. OLD BUSINESS

XXI. NEW BUSINESS

XXII. PUBLIC COMMENTS - Any items.

XXIII. BOARD CONCERNS

XXIV. INFORMATION

- A.** Waste Water Treatment Plant Manager Report - August 2009
(ATTACHMENT XXIV-A - scanned 10/14/09)
- B.** Notification received that fifth grade student, M. M-W. will be home schooled by her mother effective October 14, 2009.
- C.** All three schools will be observing "Red Ribbon Week" during the week of October 26, 2009.
- D.** Use of Facilities Report. **(ATTACHMENT XXIV-D - will be scanned 10/21/09)**

XXV. PUBLIC COMMENTS

Wanda Adamson of Petersburg asked the following questions, and Mr. Palmieri responded to each in turn:

- 1. When will the new district website be up and running?

Mr. Palmieri responded that they are in the process of transferring everything to School Fusion and are awaiting the okay from School Fusion to open the public part of the website.

- 2. When will the teachers' websites be updated?

Mr. Palmieri responded that the updates will be done as soon as the transfers to School Fusion are complete.

- 3. How long for the minutes to get posted on the website and why aren't the attachments also posted?

Mr. Donio responded that the Board does not have publish the attachments. There may be something in the attachments that is not for public viewing.

Work Session

October 19, 2009

4. What is the status of the proposed land swap between the Township and the Board of Education?

Mrs. Barbieri responded that the issue is "dead".

5. What is being done about the dead trees near the middle school?

Mr. Palmieri thanked Mayor Palombo and the Township Committee for sending Township Road Department employees to take down the dead trees over the past few days.

XXVI. EXECUTIVE SESSION

On a motion by Mrs. Eichenberger, seconded by Mrs. Dierolf,

BE IT RESOLVED, at a public meeting of the Board of Education held on October 19, 2009, that pursuant to Sections 7 and 8 of the "Open Public Meetings Act", the following subjects be discussed in a session of the Board of Education closed to the public.

Personnel

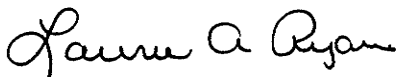
It is presently anticipated that the items mentioned in this resolution can be disclosed to the public only upon formal written request to the Secretary of the Board of Education at the next Work, Special, or Regular Meeting to determine if the time and circumstances would then be appropriate to disclose the information discussed.

Executive Session began at 8:05 p.m. Mrs. Barbieri stated that no action will be taken.

XXVII. ADJOURNMENT

Motion to adjourn by Mrs. Eichenberger, seconded by Mrs. Dierolf, and carried by unanimous voice vote at 8:15 p.m.

Respectfully submitted,



Laurie A. Ryan
Business Administrator/Board Secretary